



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



**Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.**

### To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

**Wednesday 17<sup>th</sup> December 2025 at 6:30pm**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

### Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker.

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Sawyer and Cllr Singh.

### Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

### Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

*Subject to subsection (2)\* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

*Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

*Guy Langton*

Guy Langton, Town Clerk & RFO

Date of issue: 11<sup>th</sup> December 2025

## AGENDA

- 1 **To hear a presentation from Mark Evans, Secretary of the Royal North Devon Golf Club**
  - 2 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
  - 3 **To agree the agenda as published**
  - 4 **To receive any dispensations and disclosable pecuniary or other interests**  
*Members are reminded that all interests must be declared prior to the item being discussed.*
  - 5 **Mayor's Announcements**
  - 6 **To confirm as a correct record and sign the minutes of the meeting of the Council held on 27th November 2025 (attached under separate cover)**
  - 7 **To receive and adopt the reports of confirmed minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
    - Finance 8<sup>th</sup> Oct and 12<sup>th</sup> Nov 25
    - Planning 2<sup>nd</sup> & 23<sup>rd</sup> Oct 25 and 13<sup>th</sup> Nov 25
    - Parks & Recreation 17<sup>th</sup> Sept 25
    - Review 18<sup>th</sup> Sept and 1<sup>st</sup> Oct 25
    - Environment & Maintenance 30<sup>th</sup> Jul 25
  - 8 **Public Participation**
  - 9 **To receive a report (if any) from Devon & Cornwall Constabulary**
  - 10 **To receive a report (if any) from the Devon County Councillor**
  - 11 **To receive reports (if any) from Torridge District Members**
  - 12 **To receive an update regarding Local Government Reorganisation (p4)**
  - 13 **To consider the action point update (p4)**
  - 14 **To receive the Clerk's report (p5)**
  - 15 **To consider appointing a surveyor to assist the Council in drawing up a feasibility study and design to take the Pavilion project in Westward Ho! Park forward (p7 and confidential paper enclosed)**
  - 16 **To appoint four members to the MUGA tender panel (p7)**
  - 17 **To receive the Internal Auditor's interim report and observations (2025-26), including to note: (p7 and enclosed)**
    - i. That the minutes for the Full Council meetings held on the 28<sup>th</sup> May, 25<sup>th</sup> June and 23<sup>rd</sup> July 2025 were incorrectly headed as Annual Council meetings, these have been corrected.
    - ii. That the Invoice for the purchase of the new vehicle was incorrectly sent to North Devon Town Council, a revised invoice was requested and has been filed.
    - iii. That the Finance & HR committee will receive quarterly Net Position spreadsheets.
  - 18 **To consider and adopt the below listed controlled documents recommended by committees (p8 and enclosed)**

i. Protocol on the death of a national figure v0.3	iii. Health & Safety Policy v0.2
ii. Environmental Policy v1.1	iv. Loner Worker policy v0.3
	v. Investment Strategy v0.2
  - 19 **To consider how the Council may address concerns regarding excessive speed in the parish (p8)**
  - 20 **To consider how the Council is able to respond to the Libraries Unlimited survey and the proposed reduction in opening hours (p8)**
- To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)**
- 21 **To receive the Surveyor's Report into the condition of the 'Leisure Centre', Northam Sq and consider the way forward (p8 and Confidential Report).**

Item 1	<b>To hear a presentation from Mark Evans, Secretary of the Royal North Devon Golf Club</b>
Item 2	<b>To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)</b>
Item 3	<b>To agree the agenda as published</b>
Item 4	<b>To receive any dispensations and disclosable pecuniary or other interests</b> <i>Members are reminded that all interests must be declared prior to the item being discussed</i>
Item 5	<b>Mayor's Announcements</b>
Item 6	<b>To confirm as a correct record and sign the minutes of the meeting of the Council held on 27<sup>th</sup> NOVEMBER 2025</b> <i>(attached under separate cover)</i>
Item 7	<b>To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees</b> <i>(enclosed under separate cover)</i> <ul style="list-style-type: none"> <li>• Finance 8<sup>th</sup> October and 12th November 2025</li> <li>• Planning 2<sup>nd</sup> &amp; 23<sup>rd</sup> October and 13th November 2025</li> <li>• Parks &amp; Recreation 17<sup>th</sup> September 2025</li> <li>• Review 18<sup>th</sup> September and 1<sup>st</sup> October 2025</li> <li>• Environment &amp; Maintenance 30<sup>th</sup> July 2025</li> </ul>
Item 8	<b>Public Participation</b> <i>We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.</i>
Item 9	<b>To receive a report (if any) from Devon &amp; Cornwall Constabulary</b>
Item 10	<b>To receive a report (if any) from the Devon County Councillor</b>
Item 11	<b>To receive reports (if any) from the Torridge District Members</b>

**Item 12 To receive an update regarding Local Government Reorganisation (LGR)**

The various proposals have been submitted to central government. The Local Government Reorganisation calendar, as currently published indicates public consultations will follow in early 2026.

<u>28 November 2025</u>	<u>Deadline to submit final proposals to Government.</u>
<u>January – April 2026</u>	<u>Government-led public consultations will be held to hear local views.</u>
<u>May – August 2026</u>	<u>The Minister will announce a final decision on which proposals will be taken forward.</u>
<u>May 2027</u>	<u>Shadow Elections will take place and Shadow Councils will work alongside the current councils during what will be known as the transition period.</u>
<u>1 April 2028</u>	<u>New unitary councils will come into being and current councils will be abolished.</u>

**Item 13 Action points**

<b>2508/279</b> Flagpole/mast at the Trinity House Buoy Store – Appledore Quay	The landowner has been contacted. Trinity House has confirmed that it has no assets on the Quay in Appledore and has no formal ‘interest’ in the flagpole/mast.  The Town Clerk has contacted the District Council requesting the damaged pole is addressed. COMPLETE
<b>2508/283</b> Meeting with Northam Lions FC	Cllrs Bach, Edwards and Lo-Vel, with the Town Clerk, met with representatives of Northam Lions FC. A way forward was identified and a revised agreement will be drawn up. ONGOING
<b>2511/472</b> Book May Fair 2026 entertainers and service providers	The bookings have been made. COMPLETE
<b>2511/474</b> Prepare a costings report re the pavilion building	On the agenda. COMPLETE
<b>2511/475</b> Elect a 4-member panel for the MUGA tender evaluation panel	On the agenda. COMPLETE

## Item 14 To receive the Clerk's report

On 30<sup>th</sup> November 2025 the Council's balances were:

Hinkley & Rugby Building Society	£301,913.88	interest 1.75%	Holding account general expenditure
Cambridge & Counties Bank (31-day)	£96,823.05	interest 3.25%	General and Earmarked Reserves
Nationwide (Business 95-day saver)	£96,319.19	interest 3.35%	Earmarked Reserves
Cambridge Building Society	£9,162.18	interest 1.9%	Tennis Reserves
Coop Bank (current account)	£63,373.21	no interest	
Petty Cash	£66.80		
<b>Total cash in hand (SCRIBE)</b>	<b>£ 566,658.31</b>		

The bank reconciliation to be signed by the Chair is presented overleaf.

### Tennis courts:

The gross volume of sales in November 2025 was £75.00. After fees, the Council has received £50.93. Since 1<sup>st</sup> April 2025, the Council has received £5,341.72 for tennis court memberships and bookings.

### Petty Cash:

A screen shot of the petty cash cashbook is presented (right) showing the items on which the Council has spent petty cash to 1<sup>st</sup> to 30<sup>th</sup> November 2025. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash			2025-26	Name:	Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
30.10.25	83	Refreshments	PC25-26.80	885			0.00			6.48			6.48	53.83	
3.11.25	84	Refreshments	PC25-26.79	886			0.00			1.39			1.39	52.44	
4.11.25	85	Cash withdrawal	-	-	40.00		40.00						0.00	92.44	
4.11.25	85	Refreshments	PC25-26.80	887			0.00			1.09			1.09	91.35	
6.11.25	86	Remembrance	PC25-26.81	888			0.00			10.83			10.83	80.52	
8.11.25	87	Remembrance	PC25-26.82	889			0.00			2.85			2.85	77.67	
10.11.25	88	war memorial	PC25-26.83	890			0.00	0.79			3.96		4.75	72.92	
11.11.25	89	Refreshments	PC25-26.84	891			0.00			1.89			1.89	71.03	
17.11.25	90	Refreshments	PC25-26.85	892			0.00			2.78			2.78	68.25	
26.11.25	91	Refreshments	PC25-26.86	893			0.00			1.45			1.45	66.80	
01.12.25	92	Cash withdrawal	-	-	35.00		35.00						0.00	101.80	
Number of transactions	93	TOTALS			550.00		550.00	45.03	15.06	128.77	226.72	46.07	461.65	88.35	

**Receipts:** Between 1<sup>st</sup> and 30<sup>th</sup> November 2025, the Council received 50 payments, totalling £5,995.14 (including a bank interest of VAT refund of £2,436.39).

### Payments:

Between 1<sup>st</sup> and 30<sup>th</sup> November 2025, the council made 44 payments of £100 or more totalling £47,842.34, detailed below.

797	20.10.2025	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2509/296
841	23.10.2025	£6,932.07	£0.00	£6,932.07	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	
818	21.10.2025	£2,900.00	£580.00	£3,480.00	Survey	General Project Budget	Projects	2509/342
847	24.10.2025	£2,025.72	£0.00	£2,025.72	Pensions	Staff Costs	Salaries, HMRC and NEST	2510/372
826	21.10.2025	£1,359.00	£271.80	£1,630.80	Festoon & Festive Lighting	Environment & Maintenance	Festive & Festoon Lighting	2510/380
808	10.10.2025	£1,339.50	£0.00	£1,339.50	Training	Staff Costs	Training	
770	08.10.2025	£1,322.04	£0.00	£1,322.04	Insurance	Insurances	General	
809	10.10.2025	£815.50	£0.00	£815.50	Training	Staff Costs	Training	
765	06.10.2025	£705.60	£141.12	£846.72	Scribe Bookings Renewal	ICT	Scribe - Bookings	
764	06.10.2025	£574.00	£114.80	£688.80	Smart Access Entry Maintenance Contract	Tennis Courts	Gate Fees	
824	21.10.2025	£511.92	£102.39	£614.31	Council Machinery & Equipment	Council Machinery & Equipment	Truck Maintenance	
783	08.10.2025	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
733	01.10.2025	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
827	21.10.2025	£395.00	£79.00	£474.00	Audit Services	Administration	Audit & Data Protection	
782	08.10.2025	£375.00	£75.00	£450.00	Training	Staff Costs	Training	
759	06.10.2025	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
801	14.10.2025	£209.65	£41.93	£251.58	Fuel	Council Machinery & Equipment	Fuel	
810	10.10.2025	£202.50	£40.50	£243.00	Electrical work	Northam Hall	Maintenance	
823	21.10.2025	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
781	08.10.2025	£187.50	£37.50	£225.00	Refreshments	Community	Remembrance	
746	03.10.2025	£186.01	£0.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
848	24.10.2025	£145.40	£29.08	£174.48	Refreshments	Twinning	Attendance at Other Events	
828	21.10.2025	£130.00	£26.00	£156.00	Alarm maintenance	Administration	Town Hall - Alarm	
798	16.10.2025	£117.72	£5.89	£123.61	Electricity Account	Northam Hall	Electric	
762	06.10.2025	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
763	06.10.2025	£111.94	£22.39	£134.33	Copier Charges	Administration	Photocopier Fees	
780	08.10.2025	£102.96	£0.00	£102.96	Community Centre Water	Comm Centre Toilet	Water	
<b>Totals</b>		<b>£41,331.84</b>	<b>£1,777.81</b>	<b>£43,109.65</b>				

**Item 15      To consider appointing a surveyor to assist the Council in drawing up a feasibility study and design to take the Pavilion project in Westward Ho! Park forward**  
*(see the enclosed confidential paper)*

Members are asked to consider and resolve to appoint Philip J. Hinton MRICS, Chartered Building Surveyor and Architectural Consultant, to undertake the initial feasibility and design work for the Pavilion at Westward Ho!, covering:

- Refurbishment / adaptation of the existing pavilion  
**and/or**
- Demolition and construction of a new replacement pavilion.

These works will enable the Council to assess both options in detail and determine the most suitable and cost-effective solution. Members are advised that the following are early, indicative estimates only and will be confirmed by the Surveyor once the feasibility and appraisal work has been completed:

Item	Cost (excl. VAT)
Preliminary Planning Enquiry (PPE)	£560 (free for parish Councils if simple)
Planning Application Fee	£1,490 (a reduced fee may apply to Parish Council applications)
Ecology Survey	£350
OS Location Plan	£30
<b>Estimated total (excl. VAT)</b>	<b>£2,430</b>
<b>Total (10% contingency included)</b>	<b>£2,673</b>

**Recommendation: That Council resolves to appoint Philip J Hinton MRICS and approve a budget of £2,630 to cover the above early-stage professional and statutory costs (subject to further refinement following the feasibility stage) meeting the costs from the Pavilion cost centre.**

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**Item 16      To appoint four members to the MUGA tender panel**

As described in the Council's Procurement Policy, a tender evaluation panel must be appointed to work with Officers through the tender writing and evaluation processes. At the previous meeting, it was agreed four members would be appointed, to be supported by the Town Clerk and Parks & Buildings Manager.

The membership of this panel may be elected by ballot if more than 4 members wish to be put forward.

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**Item 17      To receive the Internal Auditor's interim report and observations (2025-26), including to note:**

- i. That the minutes for the Full Council meetings held on the 28<sup>th</sup> May, 25<sup>th</sup> June and 23<sup>rd</sup> July 2025 were incorrectly headed as Annual Council meetings, these have been corrected.
- ii. That the Invoice for the purchase of the new vehicle was incorrectly sent to North Devon Town Council, a revised invoice was requested and has been filed.
- iii. That the Finance & HR committee will receive quarterly Net Position spreadsheets.

**The following documents have been enclosed. The Council is asked to consider the annotated responses to the observation table**

- a) Internal Auditor's letter.
- b) External Auditor's summary.
- c) Internal Auditor's observation table, annotated.

**Recommendation: Resolve to approve the comments to be returned to the Internal Auditor.**

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**Item 18            To consider and adopt the below listed controlled documents recommended by committees**

- i.     Protocol on the death of a national figure v0.3
- ii.    Environmental Policy v1.1
- iii.   Health & Safety Policy v0.2
- iv.    Loner Worker policy v0.3
- v.     Investment Strategy v0.2

The above controlled documents were considered in detail by the Review Committee (i to iv) and the Finance Committee (v), both recommend their adoption by the Council.

**Recommendation: Adopt the four policies as presented.**

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**Item 19            To consider how the Council may address concerns regarding excessive speed in the parish**

The Council has previously been a member of the Community Speedwatch initiative, coordinated by a member of a previous council. The Council could identify a member to coordinate Community Speedwatch locally. The wider volunteer membership of the Speedwatch group does have to be drawn from the pool of councillors.

The Council can also commission traffic count and speed surveys, either through the County Council or a private provider.

**Recommendations:**

- a) **recommencing Community SpeedWatch surveys in the Parish.**
  - b) **identifying a member of the Council to coordinate the initiative.**
  - c) **seek costs for traffic number and speed surveys with a view to agreeing locations.**
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**Item 20            To consider how the Council is able to respond to the Libraries Unlimited survey and the proposed reduction in opening hours**

Consultation Opens On The Future Of The Library Service In Devon: Statement From Chief Executive, Alex Kittow

*Devon County Council (DCC) have this week launched a formal consultation on the future of the library service in Devon. This is a crucially important time for local libraries across Devon. DCC commission us to run 50 public libraries in their area (the 4 we run on behalf of Torbay Council are not affected by this consultation) and we want as many people as possible to have their say and help shape how services are delivered in future.*

*Financial pressures, alongside the way people use Council services, are driving this consultation. We've been using our charitable reserves over the last few years to plug funding gaps, but we can no longer continue to do this. The consultation that has now been launched will help DCC understand how people use library services and how they'd like to see things develop in future years.*

*We're incredibly proud of what Libraries Unlimited has achieved since it was set up in 2016. We've seen hundreds of thousands of people come through our doors, millions of books have been borrowed, and we've held thousands of events – all of which have been designed to have a positive impact on local people, bringing them together, making them smile and laugh, or expanding their knowledge or understanding in some way. But like all councils, Devon must deliver a balanced budget. Rising costs and limited funding mean difficult decisions are needed across all services they either directly provide or commission —and this includes libraries.*

*We know that libraries are still an incredibly valuable part of people's lives here in Devon (with over 2.6 million visits through our doors for example in 2024/25), and the Council recognises this too. Please do take a few minutes of your time to take part in the consultation, and to have your say.*



You can access the consultation document online and complete the survey by visiting <https://devon.cc/your-libraries>. And if you don't have your own device to do this, public PCs in libraries can be used to complete the survey.

Our local teams in libraries will be supporting the consultation as best they can, but as this is a DCC consultation, and if you have specific questions you'd like to ask, please get in touch with the Devon County Council Consultation Team at: [communitiesconsultation@devon.gov.uk](mailto:communitiesconsultation@devon.gov.uk)

**The current and proposed opening hours for each local branch is:**

**Appledore:** The Quay, Appledore, EX39 1QS [Appledore Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 10 hours

2026/27 proposed opening hours per week: 6 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	Closed	10am to 1pm	2pm to 5pm	10am to 1 pm	Closed	10am to 12pm	Closed
Proposed hours	Closed	Closed	Closed	10am to 1pm	Closed	10am to 1pm	Closed

**Northam:** Fore Street, Northam, EX39 1AW [Northam Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 21 hours

2026/27 proposed opening hours per week: 6 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	10am to 1pm	Closed	10am to 6pm	Closed	10am to 5pm	10am to 1pm	Closed
Proposed hours	Closed	Closed	10am to 1pm	Closed			

**Torrington:** Castle Hill, Torrington, EX38 8AA [Torrington Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 21 hours

2026/27 proposed opening hours per week: 15 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	Closed	10am to 6pm	Closed	10am to 5pm	10am to 1pm	10am to 1pm	Closed
Proposed hours	Closed	10 am to 1pm and 2pm to 5pm	Closed	Closed	10am to 1pm and 2pm to 5pm	10 am to 1pm	Closed

**Bideford:** Arts Centre, The Quay, Bideford, EX39 2EY [Bideford Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 38 hours

2026/27 proposed opening hours per week: 34.5 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	9.30am to 6pm	9.30am to 6pm	Closed	9.30am to 6pm	9.30am to 6pm	9.30am to 1.30pm	Closed
Proposed hours	9.30am to 5pm	9.30am to 5pm	Closed	9.30 to 5pm	9.30am to 6pm	9.30am to 1pm	Closed

**Holsworthy:** North Road, Holsworthy, EX22 6HA [Holsworthy Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 21 hours

2026/27 proposed opening hours per week: 15 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	2pm to 5pm	Closed	10am to 6pm	10am to 5pm	Closed	10am to 1pm	Closed
Proposed hours	10am to 1pm and 2pm to 5pm	Closed	10am to 1pm and 2pm to 5pm	Closed	Closed	10am to 1pm	Closed

In April this year, Alex Kittow attended the Council to highlight the challenges that Libraries Unlimited was facing. Members asked after that presentation what the running costs of the libraries in Northam parish were.

In June 2025, the Council was advised that the annual running costs for the parish's two library branches was £73,500 (below). For context it would have been equivalent to 11.4% of the Council's precept for 2025-26.

**Northam**

Staffing: £37k

Premises: £14.3k

**Appledore**

Staffing: £11.5k

Premises: £10.6k

**Recommendation: the Council consider how it may be able to respond to the Libraries Unlimited survey and the proposed reduction in opening hours**

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***To be held in confidential session (pursuant to the Public Bodies (Admission to Meetings) Act 1960)***

**21 To receive the Surveyor's Report into the condition of the 'Leisure Centre', Northam Sq and consider the way forward**

(see also the confidential report)

This matter is being considered in confidential session because the Council's discussion will include sensitive matters, including staffing implications, legal issues or contract negotiation.

**Recommendations are made outlined in the confidential report.**

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